

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 575-9293
Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW)

Executive Committee Teleconference Meeting

January 6, 2022

1:00 P.M. – 2:30 P.M.

APPROVED FEBRUARY 14, 2022

ILCW Executive Committee Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will send a meeting invitation with the dates for the upcoming Financial Committee meetings.
- 2. Action Item:** ILCW Program Coordinator will add a discussion regarding the SILC Congress to the Financial Committee meeting agenda.
- 3. Action Item:** ILCW Program Coordinator will schedule Communication Access Realtime Translation (CART) services for the next Financial Committee meeting and the next Quarterly meeting.
- 4. Action Item:** Jason Beloungy will discuss options for the Wisconsin Coalition of Independent Living Centers (WCILC) email with the WCILC executive directors.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Randi Johnson made a motion to approve the January 6, 2022 ILCW Executive Committee meeting agenda with corrections. Scott Luber seconded the motion. ILCW moved unanimously to approve January 6, 2022 ILCW Executive Committee meeting agenda. Motion carried.

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- 2. Motion Item:** Scott Lubber made a motion to approve the December 2, 2021 ILCW Executive Committee meeting minutes. Randi Johnson seconded the motion. ILCW moved unanimously to approve the December 2, 2021 ILCW Executive Committee meeting minutes. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion for the ILCW program coordinator to schedule CART services for the next Financial Committee and Quarterly meetings. Randi Johnson seconded the motion. ILCW voted unanimously to schedule CART services for the next Financial Committee and Quarterly meetings. Motion carried.
- 4. Motion Item:** Randi Johnson moved to adjourn the ILCW Executive Committee meeting. Jason Beloungy seconded the motion. ILCW Executive Committee voted unanimously to adjourn the meeting. Motion carried.

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C. ILCW Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Executive Committee Members Present: Michael Donahue; Randi Johnson; Scott Luber; Jason Beloungy; and Kyle Kleist

ILCW Executive Committee Member(s) Absent; Excused (*): N/A

Guest(s): LySandra Owens

DHS Support Staff Present: N/A

II. The meeting was called to order at 1:00 P.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 814 1688 0739. The meeting was also available via [Zoom](#)

III. Review and Approve January 6, 2022 ILCW Executive Committee Meeting Agenda

- The date for Review and Approval of ILCW Executive Committee agenda should read January 6, 2022.
- The date for Review and Approval of ILCW Executive Committee meeting minutes should read December 2, 2021.
- Randi Johnson made a motion to approve the January 6, 2022 ILCW Executive Committee meeting agenda with corrections. Scott Luber seconded the motion. ILCW moved unanimously to approve January 6, 2022 ILCW Executive Committee meeting agenda. Motion carried. See Motion Item 1.

IV. Review and Approve December 2, 2021 ILCW Executive Committee Meeting Minutes

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- Scott Luber made a motion to approve the December 2, 2021 ILCW Executive Committee meeting minutes. Randi Johnson seconded the motion. ILCW moved unanimously to approve the December 2, 2021 ILCW Executive Committee meeting minutes. Motion carried. See Motion Item 2.

V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services

- No public comment received.
- Public comment closed at 1:06 p.m.

VI. Discuss Financial and Federal Fiscal Year (FFY) 2022 Quarter 1 Report

- FFY 2022 Quarter 1 report is not ready yet. There are still a few items missing from QuickBooks, including Program Coordinator's Salary.
- The budget appears to be on target. Financial committee will be meeting later this month prior to submission of the Quarter 1 report.
 - Statewide Independent Living Council (SILC) Congress may change the budget somewhat.
 - The Part B carry-over from FFY 2021 has not been released by the DSE and could also change some of the budget.
- At the previous Executive Committee meeting, it was agreed that Michael Best should be paid the requested \$300.00. The payment should be made outside of grant funds.
 - Currently there are only two sources of unrestricted funds.
 - Credit Card points
 - Monthly donations

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- The next Financial Committee meeting will be January 28, 2022. Meetings will be held quarterly on the last Friday before the last day of January, April, July, and October.
 - ILCW Program Coordinator will send a meeting invitation with the dates for the upcoming Financial Committee meetings. See Action Item 1.

VII. Discuss Statewide Independent Living Council (SILC) Congress

- Attendance, including reimbursement for travel, lodging, food, etc., will cost about \$ 1,800.00 per person. This should allow for about four people to attend.
- Several persons have expressed interest in attending the SILC Congress.
 - ILCW Program Coordinator should attend.
 - ILCW Chair would like to go but will step down to make room if someone else who has not gone to SILC congress wishes to attend.
 - Jason Beloungy would like to go.
 - Randi Johnson would like to go.
- The Financial Committee should discuss how many people can attend at their next meeting. Following that decision, ILCW Program Coordinator can email ILCW to determine who is interested.
 - ILCW Program Coordinator will add a discussion regarding the SILC Congress to the Financial Committee meeting agenda. See Action Item 2.

VIII. Discuss Current By-Laws Regarding ILCW Membership

- The by-laws state that there should be 11 voting members on the council.
 - This amendment was made last year.
 - If there are many applications, then this could be changed.

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- ILCW must have a majority of its members, both voting and non-voting, be persons with disabilities who work for neither a state agency nor an independent living center (ILC.)
 - The next 3 new members must be persons who neither work for the state nor an ILC.
- It may be worthwhile to look at the non-voting members to determine if adjustments to ILCW's composition are necessary.

IX. Report on Collection of Conflict of Interests Statements

- All conflicts of interest statements have been signed by ILCW members and staff.

X. Discuss Using Interpreter or Communication Access Realtime Translation (CART) Services at Quarterly Meetings

- ILCW had an American Sign Language (ASL) interpreter for meetings until a former member left the council
 - An ASL interpreter is probably not necessary currently because no one on the board uses ASL.
 - ASL interpreters are expensive. Paying for ASL interpretation would be costly.
- ILCW meetings are open. They should be as accessible as possible. CART services are viewed as a universal option for accessibility. CART services may be helpful for persons with many different disabilities.
- CART services are currently not accounted for in the ILCW budget.
 - The next Quarterly Meeting and Financial Committee meeting should have CART.

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- Following these meetings ILCW will look at the cost and determine for which meetings CART will be most beneficial.
 - Full board, SPIL Committee, and Executive Committee meetings seem most likely.
- Jason Beloungy made a motion for the ILCW program coordinator to schedule CART services for the next Financial Committee and Quarterly meetings. Randi Johnson seconded the motion. ILCW voted unanimously to schedule CART services for the next Financial Committee and Quarterly meetings. Motion carried. See Motion Item 3.
- ILCW Program Coordinator will schedule CART services for the next Financial Committee meeting and the next Quarterly meeting. See Action Item 3.

XI. Discuss Funding Options for the Wisconsin Independent Living Network (WILN) Website

- The email for the Wisconsin Coalition of Independent Living Centers (WCILC) is still not resolved.
 - Because federal funds were used to purchase the domain, the email could not be used for any lobbying efforts.
 - It may be possible to renew the domain early using a different funding source, but this could be expensive.
 - The domain must be renewed in November 2022. It may be possible to renew it using unrestricted funding, at which time, there would be no issue with WCILC using the il-wis.net domain.
 - WCILC could get their own domain. It would remain totally separate from ILCW and would not have the same restrictions.
- Jason Beloungy will discuss options for the WCILC email with the WCILC executive directors. See Action Item 4.

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XII. Discuss Potential Council Member Appointments

- LySandra Owens introduced herself to the ILCW Executive Committee.
- At the February 21-22, 2022 Quarterly Meeting the full council will vote on her appointment. If ILCW votes in favor of her joining the council, ILCW Program Coordinator will notify her and the Governor's Office of Appointments. She will receive the oath of office paperwork shortly thereafter.

XIII. Discuss Vacation, Sick, and Holiday Time Policy for ILCW Program Coordinator

- ILCW Program Coordinator will not be eligible for Paid-Time Off (PTO) until January 26, 2022.
- Discussion tabled for next ILCW Executive Committee Meeting.

XIV. Adjourn

- Randi Johnson moved to adjourn the ILCW Executive Committee meeting. Jason Beloungy seconded the motion. ILCW Executive Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 4.

Meeting Adjourned at 2:32 P.M.